

SECRET

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Executive Registry

69-4920

3 October 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 September 1969

1. The workload for September 1969 was 66,101 items, 6% greater than September of last year. For the three months of FY 1970 we are running 1% more than the same period in FY 1969.

2. As of 30 September we are still five persons short of our T/O. No change over last month. With the departure of our summer employees, we are once more in the position where our workload exceeds our capability to do the job as it should be done. Our microfilming program is operating at a very reduced pace, and for all practical purposes can be considered to be at a standstill.

25X1A 3. [REDACTED] attended a demonstration of the Xerox 7000 R office copier on 23 September 1969. The 7000 R has the capability to produce 3600 copies per hour at any one of four reduction ratios. The feasibility of using this type of equipment to reduce the Cable Secretariat's reproduction workload is being studied, though there seems at the moment to be no application.

25X1A 4. [REDACTED] PPB, was given a brief tour of the Cable Secretariat.

25X1A

[REDACTED]
Cable Secretary

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